

**Frank Wiley Field (Miles City Airport)  
PRE-CONSTRUCT MEETING MINUTES  
AIP 3-30-0055-016-2015  
AUGUST 3, 2015 1:00 PM**

**Introductions**

✈ The following people were present at the meeting. If identified as “Not Present” that person did not attend the meeting but will be involved:

➤ **Sponsor Representatives**

- Doug Phair Miles City Airport Commission 951-3740
- Paul Grutkowski Miles City Airport Commission 853-1361
- Pat Lifto Miles City Airport Commission 989-1142 & 951-0955 (apt cell)
- Matt Sommerfeld Airport Manager 951-0955
- Dorothy Willems MCAC Admin Secretary

➤ **KLJ Representatives**

- Craig Canfield Project Manager 860-0133
- Nathan Schroht Project Engineer/Observer 839-0575 Not Present
- Logan Tweet Project Observer 750-3467 Not Present
- Larry Resch Project Surveyor 696-4776 Not Present

➤ **Century Companies, Inc.**

- Ken Crouse Civil Division Manager 380-0649
- Tim Davis Project Estimator
- Guy Slaybaugh Project Manager 380-0413
- Carter Dignell Project Engineer Not Present
- Brandon Arnston Project Superintendent Not Present

➤ **Bureau of Land Management**

- Rick Lang Unit Manager 853-1394
- Eric Lepisto Fire Management Officer 233-2903

➤ **The following subcontractors/subconsultants were not present but will be involved in the project:**

- Central Electric Electrical
- Midstate Reclamation Pavement Pulverization
- EZ Lawn Seeding and Mulching
- Arrow Striping Pavement Markings
- Wharton Asphalt Crack Sealing
- Boesh Engineering Material Testing for Century
- Braun Intertec Acceptance Testing for MCAC

## Project Scope

### Base Bid Schedule I - Runway 4-22 Rehabilitation

- Pavement Reconstruction (west of RW 13-31)
  - Full Depth Pavement Removal
  - Safety Area Grading
  - Subgrade Reconditioning
  - Subbase Course P-154 (30")
  - Crushed Base Course P-209 (6")
  - Bituminous Surface Course P-401(4.5")
  - Pavement Markings
- Pavement Maintenance (east of RW 13-31)
  - Crack Sealing and Routing
  - Asphalt Surface Treatment
  - Pavement Markings

### Base Bid Schedule II - Electrical for Runway 4-22

- Replace runway lights, base cans, conductor, and conduit (west of RW 13-31)
- Installation of new PAPIs on both ends of RW 4-22

If additional FAA funding can be obtained the owner intends to award Base Bid Schedule III (Northwest Apron Reconstruction) and Additive Bid Schedule I (RW 13-31 Pavement Maintenance).

## Project Responsibilities

### KLJ

- Construction Observation - KLJ will be providing full-time construction observation for the project. Nathan Schroht will be the initial construction observer assigned to the project. Logan Tweet will take over construction observation beginning the week of August 10<sup>th</sup>.
- Construction Surveys - KLJ will be providing construction staking for the project. The construction surveys being provided by KLJ are summarized in the General Special Provisions Item 9. KLJ and Century will meet weekly with the Engineer to discuss the upcoming needs for construction surveys. Century will request surveys utilizing the Survey Request Form from the project manual and coordinating with the Construction Observer. Century shall notify the KLJ a minimum of seven (7) days in advance of any required staking.

### Airport Sponsor

- The Owner will be responsible for issuing all NOTAMS required for this project. NOTAMS will need to be in-place before work can begin. Runway 4-22 will be closed for the duration of the project. The anticipated date Runway 4-22 will be placed back in service is the week of October 19<sup>th</sup>.
- Discussion on issuing NOTAMS
  - When will Century require runway closure? Century will begin construction on August 10<sup>th</sup>. The Airport will issue a NOTAM closing the runway effective August 10<sup>th</sup>.

- Who will be issuing the NOTAMS for Miles City? Pat Lifto and Lee will issue NOTAMS for the project. Required NOTAMS will be discussed weekly at the Construction Coordination Meetings. KLJ will begin construction staking tomorrow. Pat will issue a NOTAM stating surveying operations are on-going. No closure of RW 4-22 will be required for construction surveying.
- Airport should coordinate with airport tenants, BLM, and other airport users. The Airport will contact emergency services, airport tenants, hospital, etc. to let them know of the on-going project and the closure of RW 4-22. Representatives of the BLM attended the meeting and understood that RW 4-22 will be closed until mid-October.

#### ✈ Federal Aviation Administration

- Jason Garwood is the FAA's project manager. The FAA will need to approve all contract modifications, change orders, and work directives. Unless the change is significant verbal authorization can usually be obtained.
- All written communication should go through KLJ. Subcontractor communication is to go through Century Companies, Inc.

### **Construction Safety Phasing Plan**

#### ✈ Reviewed Construction Safety Plan Phase I - Runway 4-22 Rehabilitation

- Plan Sheet 3
  - Full Closure of RW 4-22
    - Low level barricades to be installed on RW 4-22 on each side of RW 13-31.
    - Runway closure Xs to be installed over the numbers until pavement is removed. The closure Xs can then be move onto the safety area off the end of the runway pavement.
    - Guidance signs referencing RW 4-22 are to be covered with black visqueen.
    - RW 4-22 lighting and PAPI circuit to be disconnected.
    - Century will stage at the Fifty-Seven Pit. An access road will be bladed between the staging area and the southwest fence corner. Century will install a locked gate at the fence corner. This will be the access into the airport for all work west of RW 13-31.
    - Century will stage near Hangar No. 1 for the pavement maintenance work occurring on RW 4-22 east of RW 13-31.
  - Full Closure of TW C
    - Low level barricades installed at entrance to TW from the apron area.
    - TW C lights to be bagged.
    - Signs referencing TW C are to be covered with black visqueen.

#### ✈ Staging and Storage Areas and Stockpile Locations

- All equipment not in use shall be parked in staging and storage areas or within the work area provided the equipment is grouped together and well outside of an active aircraft operation areas.
- Stockpiles for on-site obtained topsoil shall be placed out of the runway/taxiway safety area and object free areas.

- ✦ Vehicle Marking, Hazard Marking, and Barricades
  - All vehicles and equipment shall be equipped with flashing amber strobe lights or an orange/white checkered flag. The checkered flag shall be a minimum of 3'x3' in dimension. If work is to occur after dark, flashing amber strobe lights will be required on all vehicles and equipment.
  - Type 1 and Type 2 barricades are to conform to the details shown on Plan Sheet 6. Contractor shall be responsible for setup, maintenance, and removal of all barricades. Flags and red flashing lights are required.
- ✦ Construction Safety Phasing Plan Compliance Document
  - The Safety Phasing Plan Compliance Document was reviewed and signed by Century and the Miles City Airport Commission.
- ✦ An on-site superintendent representing Century Companies, Inc. will be required for all work. this includes work being performed by subcontractors.

## Construction Schedule

- ✦ General discussion on construction schedule
  - Century will begin mobilization this week.
    - Staging area will be in the Fifty-Seven Pit.
    - A construction access gate will be installed in the in the extreme southwest corner of the airport fence and an access road build from the Fifty-Seven Pit to the access gate.
  - Construction will begin August 10<sup>th</sup>.
    - Pulverization of RW 4-22.
    - Hauling of pulverized material to Fifty-Seven Pit. The pulverized material will be blended with the stockpiled crusher reject material to be used as subbase course (P-154).
    - Removal of existing subgrade separation fabric.
    - Begin earthwork operations.
  - Weekly Work Schedule
    - Century anticipated working 5 days a week 60-70 hours per week. Due to the timeframe for completing the project they may work some Saturdays. If necessary some double shift work may be required.
  - Weekly Coordination Meetings
    - Weekly construction coordination meeting will be held on Tuesdays at 3:00 pm. The meeting will be held in Century's field office.
  - The Notice to Proceed will be issued with an effective date of August 10, 2015. Substantial Completion (based on 70 calendar days) will be October 18<sup>th</sup>.

## Miscellaneous Topic of Discussion

### Submittal Ledger

- KLJ will provide a ledger of required submittals and material certifications required for the project. This will be used to track the status of submittals and certifications. Payment cannot be issued for these materials until submittals have been reviewed and approved.
- Contractor needs to review and approve all submittals prior to sending to KLJ for review.

### Project Time

- Base Bid Schedule I & II Substantial Completion - 70 calendar days
- Final Acceptance 30 calendar days after Substantial Completion

### Substantial Completion Requirements

- Submit all material certifications for installed material
- Submit list of incomplete work
- Submit progress payment request coinciding with date of substantial completion
- submit all operation and maintenance manuals
- Complete all airport safety requirements and verify site is safe for aircraft use
- Pavements are swept clean and site is clear of rubbish, waste materials, construction stakes and debris
- Remove all traffic maintenance items

### Final Acceptance Requirements

- Finish all incomplete work and punch list items
- Submit all as-built drawings
- Submit FAA report of certified DBE contractors used on FAA-assisted contracts
- Submit Contractor's certificate of completion, lien waivers, and affidavit of release of liens
- Remove field office, laboratory, and sanitary facilities

### Discuss Construction Management Plan

- Because paving is a work item for this project a Construction Management Plan is required. The plan will be prepared by KLJ.
  - The CMP will address personnel, inspection procedures and frequencies, submittal process, quality control testing, and acceptance testing.
- Section 100 - Contractor required to submit a QC plan related to paving to the Engineer five (5) days prior to paving. This will be incorporated into the CMP.

## Materials Testing

### Contractor/Owner Testing Responsibilities

- Refer to SP-Testing section in the Project Manual for a summary of contractor/owner testing responsibilities.

### Contractor / Owner Testing Responsibilities

- In general the Contractor is responsible for all testing required to material quality and assuring the materials meet the specification requirements. The Owner is responsible for acceptance testing related to the in-place materials.
  - P-152 Excavation
  - Owner will provided soil proctors
  - Owner will be responsible for compaction testing

- P-154 (Subbase Course)
- Contractor will provide gradations (if blending)
- Owner will be responsible for compaction testing
  
- P-209 (Aggregate Base Course)
- Material approval by Contractor
- Acceptance by Owner
  
- P-401 (Plant Mix Bituminous Surface Course)
- Job Mix Design by Contractor
- Acceptance Testing by Owner
- Profilograph by Contractor

### Buy American Requirements

- ✈ All construction material must meet Buy American requirements.
- ✈ No waivers are anticipated as Century indicated 100% of the materials meet the Buy American requirements.

### Labor Requirements

- ✈ Certified payrolls
  - Submit electronically weekly to KLJ: [charlene.severson@kljeng.com](mailto:charlene.severson@kljeng.com)
  - Subcontractors will send certified payrolls to Century. Century will review and forward to KLJ.
- ✈ Labor interviews
  - KLJ will conduct employee interviews to verify labor classifications and wage rates.

### DBE Requirements

- ✈ Century's intended DBE utilization is 3.9%.
  - Arrow Striping
  - Mann Trucking
  - Wharton Asphalt
- ✈ The expectation is that DBE utilization will be met unless the scope of work changes.
- ✈ If a DBE cannot complete the work, Century will need to replace the DBE subcontractor with another DBE. If this is not possible, Century will need to document their Good Faith Efforts in trying to replace the DBE.
- ✈ Documentation related to actual DBE utilization will be required for construction closeout.

### **Monthly Pay Requests**

- ✈ The 2<sup>nd</sup> to last Friday of the month will be the cut-off date for monthly payment requests.
- ✈ KLJ will review pay estimate and prepare/submit reimbursement request to the owner prior to the 1<sup>st</sup> Monday of the month.
- ✈ Miles City Airport Commission meets 2<sup>nd</sup> Monday of the month and will review and act upon reimbursement request.
- ✈ KLJ will upload reimbursement request following approval by Miles City Airport Commission.
- ✈ City will issue check within 5-days after receiving reimbursement from FAA.
- ✈ Century will submit a payment request using the AIA document. Prior to submitting the payment required in-place quantities for pay items will be agreed to between the Century and KLJ.
- ✈ Lien waivers will be required for payment of materials in storage.

### **General Discussion and Field Review**

- ✈ Century will call for utility locations.
- ✈ KLJ will notify the FAA of the construction schedule. No FAA owned facilities are anticipated to be impacted with the initial construction and closure of RW 4-22.
- ✈ Salvage of existing electrical lighting was discussed. Per SP-L-999-2.2 of the specifications, the Contractor is to salvage all existing lights including base plates and isolations transformers to the Airport. Base cans are to be disposed of by the Contractor.
- ✈ The old airline terminal is being considered as the project office. Century will be using the 3-car garage for material storage.
- ✈ The staging area and access from the Fifty-Seven Pit was looked at in the field.

The meeting was concluded at 4:00 pm following the field review.